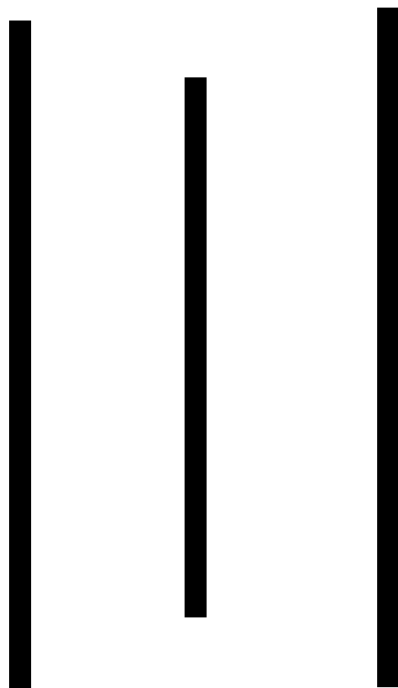


Bhimsen Adarsha Model Secondary School
Devchuli -07, Rambas Nawalparasi (East)
Estd: 2026



Specification Grid -2081
Subject: Office practice & Accountancy
Class Nine (9)

Course of contents

Chapter	Contents	
1	Office and Employee	
2	Office Assistant	
3	Office Resources	
4	Correspondence	
5	Record Management	
6	Communication & Information Technology	
7	Business	
8	Conference & Meeting	
9	Accounting	
10	Basic Accounting System	
11	Journal	
12	Ledger	
13	Subsidiary Book	
14	Trial Balance	
15	Government Accounting	

EMBOCS NAWALPARASI

Examination Grid -2081

Class - 9

F.M.: 75

Sub - Accountancy (opt-II) Time : 2 hrs 15 min

P.M.: 26.25

Chapter	1 st term	2 nd term	3 rd term	4 th term
(Units)	1,2,3,10,11	4,5,6,12	8,13,14	7,9,15

EMBOCS NAWALPARASI
Examination Grid -2081

Class - 9

F.M.: 50

Sub - Accountancy (opt-II) Time :2 hrs

P.M.: 17.5

1st Term Exam - 2081

Units	Very Short	Short	Long	Total Marks
1	2	2	-	12
2	1	1	1	16
3	1	1	-	6
10	-	1	-	5
11	1	-	1 (Numerical)	11
Total	1×5=5	5×5=25	2×10=20	50

EMBOCS, Nawalparasi

Model question for first term examination 2081

Class - 9

Time : 2 hrs

F.M. : 50

Subject : Account (opt - II)

P.M. : 17.5

Attempt all questions

Group 'A'

(1×5=5)

Give very short answer for the following questions.

1. Give the meaning of office.
2. Define employee management.
3. List any two qualities of office assistant.
4. What is meant by human resources?
5. Write the rules of real account.

Group 'B'

(5×5=25)

Give short answer for the following question.

6. What is business office? Explain its types.
7. Elaborate about functions of office.
8. Explain the qualification required to be a competent office assistant.
9. What is meant by office resources? List out its importance.
10. Mention any 5 differences between single entry & double entry system .

Group 'C'

(2×10=20)

Give Long answer of the following questions.

11. Who is office assistant? Explain any 8 functions of office assistant.
12. Journalize the following transaction :
June 5: Started business with Rs. 10,00,000.
June 8: Withdrawn Rs. 25,000 from business for domestic use.
June 10: Purchase machinery for Rs. 20,000.
June 15: Goods sold on credit for Rs. 50,000.
June 18: Purchase goods for Rs. 7,000.

.....Good Luck

EMBOCS NAWALPARASI
Examination Grid -2081

Class - 9

Sub - Accountancy (opt-II) Time :2 hrs

F.M.: 50

P.M.: 17.5

2nd term

Unit	Very Short	Short	Long	Total Marks
1	1	1	-	6
2	1	-	1	11
3	1	-	-	1
4	-	1	-	5
5	1	1	-	6
6	1	-	-	1
10	-	1	-	5
11	-	-	1(Numerical)	10
12	-	1(Numerical)	-	5
Total	1×5=5	5×5=25	2×10=20	50

EMBOCS, Nawalparasi

Model question for Second term examination 2081

Class - 9

Time : 2 hrs

F.M. : 50

Subject : Account (opt - II)

P.M. : 17.5

Attempt all questions

Group 'A'

(1×5=5)

Give very short answer for the following questions.

1. What is meant by business office?
2. Define P.A.?
3. Mention the types of human resources.
4. What is record management?
5. Define communication.

Group 'B'

(5×5=25)

Give short answer for the following question.

6. What is office? Explain its types.
7. What is book keeping? What are its objectives.
8. Explain the importance of correspondence.
9. Explain the types of record in brief.
10. Prepare the ledger from the following transactions.
Jan 1: Commenced business with Rs. 2,00,000.
Jan 2: Purchase furniture from Aaroos of Rs. 40,000.
Jan 5: Paid Salary by cheque of Rs. 5,000.
Jan 10: Purchase goods for Rs. 20,000.
Jan 15: Cash deposited into bank Rs. 9,000

Required : i) Cash A/C ii) Bank A/C

Group 'C'

(2×10=20)

Give Long answer of the following questions.

11. Explain the qualities/traits of office assistant.
12. Journalize the following transactions :
Baishakh 1: Commenced business with cash Rs. 5,00,000
Baishakh 5: Purchase computer for Rs. 20,000.
Baishakh 6: Paid rent Rs. 15,000.
Baishakh 15: Commission received Rs. 1,000.
Baishakh 20: Purchase furniture for Rs. 25,000 by cheque

***Good Luck ***

EMBOCS NAWALPARASI
Examination Grid -2081

Class - 9

Sub - Accountancy (opt-II) Time : 3 hrs

3rd Term

F.M.: 75

P.M.: 26.25

Units	Very Short	Short	Long	Total Marks
1	-	1	-	5
2	-	-	1	10
3	-	1	-	5
4	1	1	-	6
5	1	1	-	6
6	1	-	-	1
8	-	1	-	5
10	1	-	-	1
11	-	-	1(Numerical)	10
12	1	1(Numerical)	-	6
13	-	1(Numerical)	1(Numerical)	15
14	-	1(Numerical)	-	5
Total	1×5=5	8×5=40	10×3=30	75

EMBOCS, Nawalparasi

Model question for third term examination 2081

Class - 9

Time: 3 hrs.

F.M. : 75

Subject : Account (opt - II)

P.M. : 26.25

Attempt all questions

Group 'A'

(1×5=5)

Give very short answer for the following questions.

1. What is meant by entry of mail ?
2. Define record.
3. Define Information Technology.
4. Who is known as father of Accounting?
5. Define ledger account.

Group 'B'

(8×5=40)

Give short answer for the following question.

6. What is business office? Explain the types.
7. what are the types of office resources? Explain in brief.
8. Show the structure of a good letter suitable example.
9. Mention any five objectives of record management.
10. What is meeting? Explain its types.
11. Prepare ledger from the following transactions:
May 1: Purchase goods from Juna Rs. 10,000.
May 5: Sold goods for Rs. 5,000.
May 10: Cash paid to Juna Rs. 5,000.
May 15: Loan received from sujan Rs. 7,000.
Required : i) Juna A/C ii) Cash A/C
12. Following sales transaction of subodh stationery are given:
Dec 1: Sold to Ram Books of Birgunj
- 200 Acc. Books @Rs.200 each
- 300 pencils @ Rs.2 each.
(less 10% trade discount)
Dec 8: sold to Sirjana on Credit.

- 400 class 9 Acc. Books @ Rs. 250 each

- 120 Pencils @ Rs. 3 each

Required: sales Book.

13. Prepare a trial Balance of ABC company for the year ended on 31st

Ashad, 2079:

Particulars	Amt (Rs)	Particulars	Amt (Rs)
Opening Stock	2,00,000	Capital	3,00,000
Purchase	8,00,000	Debtors	2,00,000
Sales	14,00,000	Creditors	1,50,000
Salary	1,00,000	Wages	1,20,000
Furniture	5,00,000	Rent Received	70,000

Group 'C' (3×10=30)

Give Long answer of the following questions.

14. Who are office assistant? Explain their types.

15. Prepare the journal entries from the following transactions:

Jan 1: Commencement of business with cash of Rs. 3,00,000 and bank balance of Rs. 4,00,000

Jan 4: Purchase goods for Rs.60,000 from Samjhana Traders.

Jan 5: Received commission Rs. 13,000 and interest Rs. 15,000.

Jan 15: Paid Rs. 59,000 to Samjhana Traders in full settlement.

Jan 20: Paid salary Rs. 35,000 and rent Rs. 15,000 through cheque.

16. Prepare triple column cash book from following transactions:

Sep 1: Cash in hand Rs.15,000 and bank balance Rs. 10,000

Sep 5: Received cheque from Ram of Rs. 1,450 and allowed him discount of Rs.50

Sep 10: Paid to Ramu by cheque of Rs. 6,000 in full settlement of Rs. 6,500

Sep 15: Cash with drawn from bank of Rs. 10,000

Sep 20 Cash purchase Rs. 2,000.

****Good Luck****